

This form may be used to report a late contribution. It must be filed by fax, ~~telegram~~, guaranteed overnight delivery service or personal delivery. **Regular mail may not be used.** State law or local ordinance also may require this form to be filed electronically.

## Definition:

A late contribution is a monetary or nonmonetary contribution, including a loan, or a combination of monetary and nonmonetary contributions and loans, that:

- Totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or a committee primarily formed to support or oppose a candidate(s) or measure(s); and
- Is made or received during the 16 days immediately preceding the election in which the recipient candidate or measure is to be voted on. (Gov. Code section 82036.)

A late contribution includes contributions or loans from a candidate's personal funds to his/her campaign committee during the late contribution period.

## Where to File:

File the Late Contribution Report at the same locations you regularly file campaign statements.

## When to File:

### Late Monetary Contributions:

File the Late Contribution Report **within 24 hours** of receiving or making a late contribution.

### Late Nonmonetary ("In-Kind") Contributions:

- If you make a late nonmonetary contribution:
  - File a Late Contribution Report within 24 hours of making the late nonmonetary contribution; and

- The recipient must receive a notice of the value of  contribution within 24 hours of the date the contribution was made.

The notice of value sent to the recipient of the late nonmonetary contribution need not be filed with a filing officer and there is no standardized form. You should send the notice by personal delivery, fax or guaranteed overnight mail **delivery** and keep a copy for your records.

- If you receive a late nonmonetary contribution:
  - File a Late Contribution Report within 48 hours of the date the contribution was received.

For more information on filing a Late Contribution Report, consult the FPPC Information Manual on Campaign Disclosure Manual.

## How to Complete:

**Report Number.** Assign a unique identifying number to each late contribution report you file. You may use any number (such as 1, 2, 3, PR-1, PR-2, PR-3, etc.); the report numbers do not have to be sequential.

**Amendments.** To amend a late contribution report, assign a new unique identifying number as the Report Number, check the Amendment box, and enter the identifying number of the report you are amending. (Committees filing electronically with the Secretary of State: Use the filing number assigned by Cal-ACCESS.) Describe the amendment in the space provided at the bottom of the form.

Provide the full name, address, and telephone number of the candidate or committee filing the report. If the filer is a recipient committee, enter the committee's identification number.

## Late Contribution Received:

Complete this section if you have **received** a late contribution. Provide the contributor's full name and street address. If the contributor is an individual, enter the contributor's occupation and employer or, if self-employed, enter the name of the contributor's business. Provide the date the late contribution was received, the amount, and check the box if the contribution was a loan.

## Late Contribution Made:

Complete this section if you have **made** a late contribution. Provide the recipient's full name and street address. If the late contribution was made to a candidate, enter the office sought or held (i.e. Assembly District 45), or for a ballot measure, enter the ballot number or letter and jurisdiction in which the measure is being voted upon. Indicate the date the contribution was made and the amount.

If you make a late contribution to a city or county committee and your filing officer is the Secretary of State, you must enter the date of the election.

**NOTE:** ~~Also report~~ Late contributions **must also be reported** on the next regular campaign statement (Form 450, 460, or 461) you file.

This form was prepared by the Fair Political Practices Commission (FPPC). For detailed information on campaign reporting requirements and the Information Practices Act of 1977, see the FPPC Campaign Disclosure Manual for your type of committee (available from your filing officer or the FPPC). Campaign filing deadlines, forms, and other informational materials are available on the FPPC website ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

# Late Contribution Report

Type or print in ink.  
Amounts may be rounded to whole dollars.

LATE CONTRIBUTION REPORT

|                        |                                    |   |            |   |
|------------------------|------------------------------------|---|------------|---|
| NAME OF FILER          |                                    | <b>Date of This Filing</b> _____<br><br><b>Report No.</b> _____<br><br><input type="checkbox"/> <b>Amendment to Report No.</b> _____<br><small>(explain below)</small><br><br><b>No. of Pages</b> _____ | Date Stamp | <b>CALIFORNIA FORM 497</b><br>For Official Use Only |
| AREA CODE/PHONE NUMBER | I.D. NUMBER <i>(if applicable)</i> |   |            |   |
| STREET ADDRESS         |                                    |   |            |   |
| CITY                   | STATE                              |   |            |   |

## Late Contribution(s) Received

| DATE RECEIVED | FULL NAME, STREET ADDRESS AND ZIP CODE OF CONTRIBUTOR<br><small>(IF COMMITTEE, ALSO ENTER I.D. NUMBER)</small> | CONTRIBUTOR CODE *   | IF AN INDIVIDUAL, ENTER OCCUPATION AND EMPLOYER<br><small>(IF SELF-EMPLOYED, ENTER NAME OF BUSINESS)</small> | AMOUNT RECEIVED                        |
|---------------|--|--|--|--|
|               |  | <input type="checkbox"/> IND<br><input type="checkbox"/> COM<br><input type="checkbox"/> OTH<br><input type="checkbox"/> PTY<br><input type="checkbox"/> SCC |  | <input type="checkbox"/> Check if Loan |
|               |  | <input type="checkbox"/> IND<br><input type="checkbox"/> COM<br><input type="checkbox"/> OTH<br><input type="checkbox"/> PTY<br><input type="checkbox"/> SCC |  | <input type="checkbox"/> Check if Loan |
|               |  | <input type="checkbox"/> IND<br><input type="checkbox"/> COM<br><input type="checkbox"/> OTH<br><input type="checkbox"/> PTY<br><input type="checkbox"/> SCC |  | <input type="checkbox"/> Check if Loan |

### \*Contributor Codes

|   |                                   |
|---|-----------------------------------|
| IND – Individual                                  | PTY – Political Party             |
| COM – Recipient Committee (other than PTY or SCC) | SCC – Small Contributor Committee |
| OTH – Other (e.g., business entity)               |                                   |

Reason for Amendment: \_\_\_\_\_

# Late Contribution Report

Type or print in ink.  
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LATE CONTRIBUTION REPORT

|                        |                             |  |            |   |
|------------------------|-----------------------------|--|------------|---|
| NAME OF FILER          |                             | Date of This Filing _____<br><br>Report No. _____<br><br><input type="checkbox"/> Amendment to Report No. _____<br>(explain below)<br><br>No. of Pages _____ | Date Stamp | <b>CALIFORNIA FORM 497</b><br>For Official Use Only |
| AREA CODE/PHONE NUMBER | I.D. NUMBER (if applicable) |  |            |   |
| STREET ADDRESS         |                             |  |            |   |
| CITY                   | STATE      ZIP CODE         |  |            |   |

## Late Contribution(s) Made

| DATE MADE | FULL NAME, STREET ADDRESS AND ZIP CODE OF RECIPIENT<br>(IF COMMITTEE, ALSO ENTER I.D. NUMBER) | CANDIDATE AND OFFICE OR<br>MEASURE AND JURISDICTION | AMOUNT OF CONTRIBUTION | DATE OF ELECTION<br>(IF APPLICABLE) |
|-----------|---|---|------------------------|-------------------------------------|
|           |   |   |                        |                                     |
|           |   |   |                        |                                     |
|           |   |   |                        |                                     |
|           |   |   |                        |                                     |
|           |   |   |                        |                                     |

Reason for Amendment: \_\_\_\_\_